

# **2007-2008 Milpitas Arts and Culture Grant Program Grant Application - Organization**

## **Program Description:**

The Organization Project Grant supports organizations producing art or cultural activities in Milpitas that culminate in a local public outcome for the benefit of the community. Such activities may include, but are not limited to, performances of dance, music or theatre, classes and workshops, exhibits, and literary activities. Proposed project activities must occur between November 1, 2007 and October 31, 2008.

## **Program Goals:**

- To provide access to financial support – through a competitive process to a wide range of artists and organizations providing arts and cultural services in Milpitas.
- To provide the Milpitas Community with arts and cultural activities that improves understanding and respect for arts and culture.
- To support Arts Education in Milpitas.
- To bring new programs, activities and artists to Milpitas.

## **Areas of Support:**

- Community Arts
- Cultural Exposure
- Arts Education

## **Program Funding:**

Funding for the Milpitas Arts and Culture Grant Program comes from the City of Milpitas' General Fund, and the program annually awards money through a variety of funding categories. Each grant cycle will reserve a portion of monies to be awarded to first time application proposals only.

# **The Milpitas Arts and Culture Grant Program Funding Criteria**

The Milpitas Arts and Culture Grant Program will fund:

- **Production costs:**  
Costumes, sets, lighting equipment, sound equipment, easels, paint, paintbrushes, framing costs, paper, canvas, musical instruments, musical equipment, music, and other production costs as related to the specific costs of the project being undertaken as specified in the grant proposal.
- **Marketing costs:**  
Posters, flyers, paid advertisements on radio, television, or newspapers, and promotional banners.
- **Rental fees:**  
For performance or exhibition space only.
- **Artistic Personnel:**  
Choreographers, directors, musical directors, guest performers, artists, authors, dancers, actors, and musicians. “Artistic Personnel” is defined as “Those involved with the creative and artistic elements of the project being undertaken.”

The Milpitas Arts and Culture Grant Program will **not** fund:

- Administrative personnel, including clerical staff, producers, management, and grant writers.
  - In-school projects or those projects designed specifically for students in a specific school.
  - Overhead or administrative costs other than the marketing costs mentioned above.
  - Refreshments for receptions or any items not specifically related to the project being undertaken as specified in the grant proposal.
  - Rental fees for rehearsal space, office space, insurance permits, or any other space related to pre-project preparation.
  - Costs not specified above.
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- A business license and/or Health Permit must be obtained to sell concessions as stated and defined in the City of Milpitas’ Facility Rules and Regulations Packet.

# Milpitas Arts and Culture Grant Program Grant Cycle, Deadlines and Eligibility

## Eligibility

- Projects must be held in the City of Milpitas and fit one of the three listed Areas of Support.
- Organizations are eligible for funding **up to \$2,000.00**.
- Returning Organizations are eligible for funding **up to \$2,500.00**, if proposing a new and different program/project after two consecutive grant cycles.\*\*

## Pre-screening:

April 16, 2007 5:00pm

Applications will be returned with suggestions and comments five (5) business days after they are received.

## Application Deadline:

May 18, 2007 5:00pm

**NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED.**

## Applicant Review:

June 25, 2007 7:00pm

Arts Commission Meeting

Milpitas City Hall Committee Conference Room, 455 E. Calaveras Blvd.

## Program Dates:

Must take place between November 1, 2007 and October 31, 2008 and cannot conflict with other Milpitas Arts and Culture Grant Program or City-Sponsored events.

## Reports:

All grantees are required to submit interim and final reports on the project based on the information presented in the proposal and specific Milpitas Arts and Culture Grant Program requirements.

If a complete Final Budget Statement is not received 30 days after the due date, (a total of 90 days after the event/activity), applicant(s) will be required to reimburse the City for the full amount of funding and will not be eligible to apply for the following funding cycle.

## Mail or deliver your grant application to:

Community Enrichment Coordinator  
Milpitas Community Center  
457 E. Calaveras Blvd.  
Milpitas, CA 95035

## Questions:

Renee Lorentzen, Community Enrichment Coordinator  
(408) 586-3286  
[Rlorentzen@ci.milpitas.ca.gov](mailto:Rlorentzen@ci.milpitas.ca.gov)

\*\* Validity of proposals is determined by the Milpitas Arts Commission.

# Milpitas Arts and Culture Grant Program

## Application Requirements

Submit twelve (12) Grant Application Packets with the below information included. Only one (1) copy of your Supporting Materials is required.

### ☐ Cover Sheet

- Complete the provided Cover Sheet.  
The Coversheet will provide the Commission with preliminary knowledge of you and your proposed project. Your requests for available In-Kind services are located on the Coversheet. Please mark all that apply, as you will be held to your original requests upon Grant approval.

### ☐ Project Narrative

- Submit a Project Narrative that is no more than eight pages, double-spaced, 12 pt. Font.
- Answer the questions stated in the Project Outline portion of the Grant Application, clearly and with as much detail as space will allow on a separate piece of paper.
- Answer each question by re-typing the question.  
Please be as detailed and specific as possible when drafting your project narrative. The Commission will need to retrieve all necessary information and have all their questions answered from your written proposal.

### ☐ Budget Worksheet

- Complete the provided Budget Worksheet.
- Complete the Budget Line Item Worksheet if applicable.  
The Budget Worksheet and Line Item Form are important components to your Grant application. How you are planning on funding your proposed project, in addition to the City of Milpitas Arts and Culture Grant; income, other grants, ticket sales, concession sales\*, etc.

### ☐ Supporting Materials

- Three (3) forms of supporting materials must be submitted with your application.
- One of your three (3) Supporting Materials must be a Video/DVD, Audio or pictures (visual arts projects only).
- Programs, brochures, flyers, newspaper or magazine articles are acceptable forms of Supporting Materials.
- **Materials submitted will not be returned.**

# MILPITAS ARTS AND CULTURE PROGRAM

## APPLICATION - Organization

### *Proposal Narrative*

Please answer the following questions clearly and concisely in the order provided. Please begin each answer by retyping the question.

#### **1. Cover Sheet**

Complete the provided Cover Sheet for your grant application

#### **2. Project Outline**

1. Describe your Organization's history; it's mission, purpose and major accomplishments.
2. Describe the project for which funds are being requested. Your description **must** include the following:
  - Goals of the Project
  - Plans for Implementation, including timeline and dates of public presentation
  - Location of Project - if using non-City facility, a letter of confirmation from the site manager is mandatory
  - Names of Artists involved, their training and experience
  - Example of a past/similar project implemented by the organization
    - If new project please describe how your organization and artistic personnel will achieve success
  - Specific Use of Funds requested
3. Describe your community outreach plans. Include:
  - Identifications of audiences, estimated numbers, demographics, etc.
  - Mechanisms to reach audiences/marketing strategies
  - Potential impact of project to benefit the Milpitas community
4. Briefly describe your organization's ability and commitment to improve exposure to, understanding of and respect for the arts and culture of Milpitas. How will you incorporate audiences/participants of diverse cultures or interests into your project.
5. List your attachments/supporting materials; provide a short introduction to your VHS, DVD or Audio Cassette.

#### **3. Budget Worksheet**

Complete the provided Budget Worksheet for your grant application.

#### **4. Supporting Materials**

1. Three pieces of supporting material (brochures, newsletters, press releases, videos, etc.). One piece of supporting material must be a Video, DVD or Audio Cassette or in the case of a visual arts proposal, pictures.
2. If you will be presenting an activity at a non-City site, provide a letter from the Facility Manager or principal approving the use of that facility on a specified date at an agreed upon time, and that the general public is welcome to attend.